



## **CED Board Member Job Description** *Updated June 25, 2014*

**Role:** The Board of Directors is the governing body of CED, with authority granted to the Executive Committee for operational purposes (to act in place of the full board). Board members serve in an advisory capacity for policies, procedures and regulations for the conduct of the organization; to provide fiduciary responsibility and raise funds for the organization and its programs; and to serve as a community ambassador on behalf of the organization and its members.

**Meeting Attendance:** Regular attendance at quarterly board meetings (3 meeting minimum attendance annually); participation on a standing committee (executive, finance, governance, development, compensation & HR), conference steering committee, or ad hoc advisory committee; attendance at the annual Life Science conference (February/March) and Tech Venture conference (September). There also will be occasional attendance expected at CED events as a board representative.

### **Responsibilities:**

- (1) Advise on policies for organizational action and activities that support the mission of CED
- (2) Employ the president
- (3) Secure funds required for current expenses by mobilizing board, volunteers, and staff in active participation of funding efforts
- (4) Ensure proper management of CED's finances

### **Specific Duties:**

- (1) Be a CED member in good standing
- (2) Attend a minimum of 3 quarterly Board meetings each year
- (3) Participate on one Board Committee that will meet 2-3 times annually
- (4) Attend as a paying registrant to the CED Life Science Conference and the CED Tech Venture Conference. As major events for CED, these conferences offer an opportunity for Board members to serve as a host committee and share information on the benefits of membership
- (5) Attend other CED events, as the Board member's schedule permits
- (6) Provide outreach and serve as an "ambassador" for CED
- (7) Provide counsel and advice to the President and Executive Committee
- (8) Annually sign the Board's Conflict of Interest policy
- (9) Make an annual personal financial contribution to CED's annual fund and to CED's #OnTheRise campaign